

Town of Barrington, New Hampshire

Title:	Summer Soccer Supervisor	Department:	Recreation Department
Grade:		Wage Range:	\$9.00-\$10.00
Supervisor:	Assistant Recreation Director	Hours:	M-T, 5:30-7:30pm
Initiated:	Prior to 2010	Last Revised:	May 9, 2013

Job summary

To perform duties related to the Summer Soccer program through the Recreation Department. Work closely with the Assistant Recreation Director to supervise the Summer Soccer program. Provide a positive impact on the Summer Soccer program through sound communication, appearance, & professionalism.

Summary of essential job functions

- Receive general supervision from Assistant Recreation Director.
- Exercise technical supervision of volunteer soccer coaches.
- Supervise and/or assist volunteer coaches as needed to ensure quality programming.
- Assist and attend planned coaches and officials meetings, as well as staff meetings and related activities as necessary.
- Assist in set up and season end clean up of Summer Soccer program as needed.
- Assist Assistant Recreation Director with end of program events.
- Maintain effective working relationships with community and civic organization, general public and all Town employees.
- Take appropriate action and make Assistant Recreation Director aware of complaints and/or concerns within the Summer Soccer program as they arise.
- Attend training sessions to acquire and/or maintain CPR & First Aid Certifications.
- Adhere to safe work practices and procedures.

Minimum Qualifications

- High School Diploma.
- Excellent communication skills.
- Willingness to work irregular hours, including evenings.
- Able to stand for long period of time.
- Must be able to lift between 20lbs.
- Must possess a valid Driver's License.
- Must be First Aid and CPR certified or willing to get certified.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.

Please forward resume & cover letter to:
Barrington Recreation Director
C/O Recreation Director
P.O. Box 660
Barrington, NH 03825